



# Job Opportunity

## State Controller's Office

**Position:** Office Assistant (Typing)

Statewide

**Location:** Information Systems Division  
300 Capitol Mall, Suite 701, Sacramento, CA 95814

**Issue Date:** August 3, 2000

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Recruitment Officer, 916-322-3030

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-340-1379-xxx  
Reference #00-086

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general direction of the Staff Services Manager II, serve as office support to the Information Systems Division.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Perform as the division receptionist.
- Respond to incoming calls and/or direct them to the appropriate staff.
- Maintain office files.
- Type forms, correspondence, reports, etc.
- Maintain various tracking logs.
- Sort and deliver incoming mail.
- Maintain inventory of supplies.
- Assign building security badges and General Services Charge Cards.
- Log and submit building service requests to building maintenance staff.

### Desirable Qualifications :

- Knowledge and skilled in the use of Microsoft Word and Excel.
- Excellent communication skills.
- Ability to demonstrate a high degree of initiative and independence.
- Ability to work cooperatively with others.
- Reliable, dependable, and flexible.
- Ability to organize and prioritize workload.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Information Systems Division

300 Capitol Mall, Suite 701

Sacramento, CA 95814

Attn: Recruitment Officer-Reference #00-086 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD.678.)